

ARTICLE 7 - EMPLOYMENT APPLICATIONS

Section 1. Recruitment

- A. Directors must notify the Human Resources Director of all positions needed, justification of why the position is needed, who is being replaced, and method for replacement. Directors must submit a proposed position description for review and approval by the Human Resources Director each time duties change or a new position is requested.
- B. There shall be no recruitment for any position without the approval by the Human Resources Director and authorization by the City Administrator.

Section 2. Announcement

- A. All vacancies for regular positions in the classified service shall be publicized by posting an announcement on the City website, via e-mail sent to all Directors, Office Assistants, and Supervisors for posting in their respective departments, and such other forms of notice as shall be deemed appropriate. Vacancy notices shall be posted for at least seven (7) days, unless the City Administrator approves a lesser time due to an emergency or unusual circumstances.
- B. The announcement shall specify the classification and position titles; the pay grade of the position; the nature of the work to be performed; the minimum qualifications required; and other qualifications preferred for the performance of the work; the manner of making application; and other pertinent information.

Section 3. Application Forms

- A. All applicants for City employment shall make application on forms provided by the Human Resources Director. All applicants shall submit complete information relating to experience, training, residence and other necessary information. The Human Resources Director and the Director will use the information to determine whether the applicant is eligible for the position and to take an examination for employment if one is required.
- B. Failure to accurately and fully complete the application form(s) may be reason for disqualification.
- C. Completed application forms, including resumes and other documents and correspondence, shall become the property of the City and shall not be returned to applicants.

Section 4. Special Requirements

The City may require applicants to meet and maintain specific standards and possess special experience and training necessary to perform the duties of the position.

Section 5. Disqualifications

- A. The Human Resources Director shall reject any application which indicates that the applicant does not possess the minimum qualifications required for the position. Applications shall also be rejected if the applicant has made any misstatements of any material fact; has practiced any deception or fraud regarding the application; or has been convicted of a crime which is detrimental to the conduct of business in the position for which applying.
- B. Defective applications may be returned to the applicant with notice to amend the same. Failure to submit the application within the time limit prescribed by the Human Resources Director shall be cause for disqualification.

Section 6. Equal Employment Opportunity

The City of Branson provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City of Branson complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

The City of Branson expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Branson's employees to perform their job duties may result in discipline up to and including discharge.